



## OFFICE OF SYSTEMS INTEGRATION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

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|------------------------|---|------------------------------------|--|
| <b>DEPARTMENT:</b>     | OFFICE OF SYSTEMS INTEGRATION                   | <b>RELEASE DATE:</b>               | Thursday, April 2, 2009                            |
| <b>POSITION TITLE:</b> | Chief Deputy Director / Chief of Administration | <b>FINAL FILING DATE:</b>          | Thursday, April 16, 2009<br><i>or until filled</i> |
| <b>CEA LEVEL:</b>      | CEA 3   | <b>EXTENDED FINAL FILING DATE:</b> | Friday, May 15, 2009                               |
| <b>SALARY RANGE:</b>   | \$ 8,594.00 - \$ 9,701.00 / Month               | <b>BULLETIN ID:</b>                | 04022009_5   |

### POSITION DESCRIPTION

(Salary commensurate with experience)

*\*Salary Pending Department of Personnel Administration Approval\**

Under the administrative direction of the Director, the Chief Deputy Director is a member of the executive management team and acts as the Chief Operating Officer. The Chief Deputy Director participates in planning and policy development; assists the Director in formulating policy that directly affects OSI; serves as the chief advisor to the Director on all financial and administrative issues; and provides executive leadership on policy decisions that impact departmental programs.

The Chief Deputy Director advises and consults with the Director concerning issues of significant policy impact and / or sensitivity and represents the Director at meetings and interdepartmental problem solving sessions, as required.

The Chief Deputy Director provides executive leadership over the day-to-day operations of OSI Projects and centralized services.

The Chief Deputy Director provides executive leadership in the development and implementation of new and centralized services.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

**Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program

policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

Applicants will be screened on the basis of knowledge, experience and potential to meet the following desirable qualifications:

#### **KNOWLEDGE OF:**

1. OSI's programmatic function, strategic role, and an understanding of the projects in the OSI portfolio.
2. State of California and Agency stakeholders' business needs and their organizational, political, administrative, and fiscal environments to understand potential impacts of issues and parameters of potential solutions.
3. The state budget and fiscal process, human resources, business process analysis, contracting and purchasing policies and rules.
4. Best practices in information technology management, including project management; risk assessment and mitigation; facilitation and negotiation; promoting collaboration among diverse stakeholders; managing strategies, tasks, schedules and budgets; state budget / fiscal processes for IT projects; and state and federal control agency requirements for project approval and oversight.
5. Federal guidelines, state expenditure reporting, and generally accepted accounting practices; good financial business practices and analysis.

#### **ABILITY TO:**

1. Evaluate cost allocation models for an evolving portfolio of IT projects, ensuring equitable and repeatable models. Ability to manage the model to ensure adequate resources for projects to meet operational expenses.
2. Represent the department in meetings with control agencies, external customers, suppliers, and vendors.
3. Anticipate and manage complex budget and financial issues to ensure uninterrupted support to the projects.
4. Achieve departmental and division goals and objectives in a timely and cost-effective manner.

**In addition, applicants must demonstrate the ability to perform high-level administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:**

1. Work experience managing a medium-to-large sized staff – including subordinate managers.
2. Excellent interpersonal skills and the ability to effectively communicate verbally and in writing.
3. Ability to exercise discretion and diplomacy in administrative interactions.
4. Ability to effectively communicate information regarding administrative issues to management and staff.
5. Ability to build and maintain effective working relationships, including gaining the confidence and trust of individuals in key positions.

The knowledge and abilities indicated above are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/ or evaluation of program policies. Experience may have been paid or volunteer, in state service, other government settings or in a private organization.

## **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Deputy Director / Chief of Administration**, with the **OFFICE OF SYSTEMS INTEGRATION**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

1. The examination will consist of an application, resume, and Statement of Qualifications evaluation. An evaluation committee will be established to independently rate each applicant's qualifications, experience and education for the position, against specific job-related evaluation criteria developed from the minimum and desirable qualifications. Based upon the screening committee's evaluations, interviews may be conducted with the most qualified candidates.
2. A Statement of Qualifications is separate from the application and resume. It is a narrative discussion of how the candidate's experience, education, knowledge, skills, and abilities meet the minimum and desirable qualifications for this position. The Statement of Qualifications will also serve as a documentation of each candidate's ability to present information clearly and concisely in writing.
3. The Statement of Qualifications **must** discuss the following critical factors:
  - a. Experience in the formulation, operation and / or evaluation of departmental policies.
  - b. Knowledge of personnel laws and rules, collective bargaining, procurement and contract administration.

- c. Knowledge and experience in the State's budget / fiscal arena including testifying at Legislative and budget hearings.
- d. Strong management and leadership skills.
- e. Experience leading and managing organizational change including the ability to develop and maintain effective teams and build staff capacity.
- f. Experience developing and maintaining effective working relationships with executives, managers and staff from diverse program areas that includes representatives from all levels of government.
- g. Knowledge and successful experience developing and managing complex project plans for large-scale information technology projects that involve public and private partners and multiple funding sources.

## **FILING INSTRUCTIONS**

All interested applicants must submit:

1. An original State of California Examination Application (Standard Form 678) and a resume. The application and resume should list your education, classification titles, including dates and the names and addresses of employers, relevant to the minimum qualifications listed, **and**
2. A Statement of Qualifications. The Statement of Qualifications should not exceed two pages in length and the font should not be smaller than 10 pitches.

**APPLICANTS WHO SUBMIT AN APPLICATION WITHOUT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

**APPLICATION MATERIALS MUST BE RECEIVED BY 5:00 P.M. OR POSTMARKED BY THE FINAL FILING DATE OF APRIL 16, 2009 TO BE CONSIDERED.**

Applications may be obtained on the State Personnel Board's web site [www.spb.ca.gov](http://www.spb.ca.gov). Submit applications only to the address indicated above. Do not submit applications to the State Personnel Board.

**Interested applicants must submit:**

**Applications must be submitted by the final filing date to:**

OFFICE OF SYSTEMS INTEGRATION, Human Resource Services  
PO Box 138014, Sacramento, CA 95813-8014  
Renee Evans | (916) 263-3261 | [renee.evans@osi.ca.gov](mailto:renee.evans@osi.ca.gov)

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

*California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922*

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The OFFICE OF SYSTEMS INTEGRATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>